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DD Form 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Group

### Price Proposal - SOAL-T

CLIN 0006 Labor (Firm Fixed Price)	12 MO	\$196,011.27	\$ 2	2,352,135.28
CLIN 0002 Materials (Cost Reimbursable)	1 LO		\$	73,000.00
CLIN 0003 Travel (Cost Reimbursable)	1 LO		\$	232,000.00
CLIN 0007 Technical Data	1 LO		NSF	,
SOAL-T Total			\$ 2	2,657,135.28

### SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

This task order is being incrementally funded. The remaining funding in the amount of \$99,100.00 should be available by 31 Oct 02 and will be issued by modification. ACCOUNTING AND APPROPRIATION DATA

AA: AMOUNT:	9720400.56SF SE2 52ST S050SB 00000 59200 046279 525700 F25700 \$125,000.00	1DT27521410100
AB: AMOUNT:	9720400.56SF SE2 52ST S275MT 000000 59200 046407 525700 F25700 \$325,000.00	1DT27521410200
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AF: AMOUNT:	9720400.11SF SK2 52ST 523ACT ACT010 59200 60375D 525700 F25700 \$198,000.00	1DT10021410600
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AMOUNT:	\$68,745.27	1

### STATEMENT OF WORK (SOW) FOR IMPLEMENTATION OF THE ADVANCED TECHNOLOGY DIRECTORATE ALMBOS SUPPORT

1.0 Scope. This Task Order Statement of Work (SOW) covers contractor acquisition, logistics, management and business operations support (ALMBOS) for the SOAL-T Advanced Technology Directorate, U.S. Special Operations Command. The effort shall provide program management support for the full range of SOAL-T management and operations responsibilities. Contractor support services under this Task Order include: program management support to the Program Manager Advanced Technology (PMAT) for the Special Operations Technology Development (SOTD) Program and the Special Operations Special Technology (SOST) Program; program management support to the Program Manager Medical Technology (MEDTECH) Program; technical support to the Director for the Small Business Innovative Research (SBIR) Program; support to the Director for the Advanced Concept Technology Demonstration (ACTD) programs; support to the Director for the Joint Non-Lethal Weapons Program (JNLWP); as well as financial, administrative, planning and policy support to the Director, Advanced Technology Directorate.

d) The SOW paragraph 2.1.2 should be changed - the reference document is not valid and it should be replaced with SOAL SOP. Also recommend adding, "3.4.7 - The contractor translates operator and SOF mission deficiencies into achievable technology project objectives.

- **2.0** Applicable Documents. The documents applicable to the work to be performed are identified in the ALMBOS basic contract Statement of Work paragraph 2.0 and the Task Order Statement of Objectives for Advanced Technology Directorate. Specific Documents for each assigned task under this delivery order will be identified, as required, in addition to the following:
- **2.1.1** USSOCOM Directive 70-1, Acquisition Management
- 2.1.2 USSOCOM Standard Operating Procedurees
- 2.1.3 USSOCOM Directive 70-7, Research, Development, and Acquisition Special Operations Research Support Element
- 2.1.4 USSOCOM Directive 71-4, Requirements Generation System
- 2.1.5 USSOCOM Directive 40-1, Biomedical Initiatives Steering Committee
- **2.1.6** USSOCOM Technology Execution Plan
- 2.1.7 DOD Directive 5152, Human Use Testing, 1982
- 2.1.8 Security Classification Guides
- 2.1.9 Industrial Security Regulations
- **2.1.10** DoD Budget Manual
- 2.1.11 SOAL-SP Facility Standard Practice Procedure
- 2.1.12 SOAL-SP Automated Information System Standard Practice Procedure
- 2.1.13 5000 Series DoD Directives, manuals, and regulations

#### 3.1 Administrative.

- 3.1.1 The contractor shall perform administrative tasks to establish, maintain databases, coordinate reports and suspense's for calendars, meeting minutes, travel, contacts, and taskings (CDRL A001 CONFERENCE MINUTES, CDRL A005- CONFERENCE AGENDA).
- 3.1.2 The contractor shall attend meetings for the purpose of taking notes to draft meeting minutes (CDRL A001- CONFERENCE MINUTES).
- 3.1.3 The contractor shall prepare a broad range documentation to draft staffing packages and correspondence and will track these actions until their completion.
- 3.1.4 The contractor shall study documents to provide review, analysis, and make recommendations on documents such as: proposals, reports, staffing packages, etc. (CDRL A004 TECHNICAL REPORT).
- 3.1.5 The contractor provided personnel shall pass security clearance requirements.
- 3.1.6 The contractor collects information and data to maintain weekly significant events and for preparing the command history.
- 3.1.7 The contractor maintains files and documentation control for classified and unclassified documents as per applicable policies and regulatory statues.
- 3.1.8 The contractor conducts research, analysis, and documentation to develop and update the Special Operations Computer-Assisted Medical Reference System (SOCAMRS) to include resolution of copyrights and associated costs and production and distribution of the program on CD ROMs (annually) to the SOF Medical community (CDRL A006 COMPUTER SOFTWARE PRODUCT END-ITEMS).

### 3.2 Planning.

- 3.2.1 The contractor shall attend/participate in USSOCOM's Future Concepts Working Group (FCWG) meetings.
- 3.2.2 The contractor shall provide support to develop and maintain Special Operation Technology Objectives (SOTO), including publishing/distributing in booklet format as well as CD ROM (usually every two years) (CDRL A004 TECHNICAL REPORT).

- 3.2.3 The contractor shall develop and maintain Technology Thrust Areas, including publishing/distributing in booklet format as well as CD-ROM (usually every two years), and the resulting technology roadmaps (CDRL A004 TECHNICAL REPORT).
- 3.2.4 The contractor shall develop, maintain and update the Special Operations Technology Execution Plan (annually) (CDRL A004 TECHNICAL REPORT).
- 3.2.5 The contractor shall collect and record the appropriate information to develop technology roadmaps for each Technology Thrust Area (CDRL A004- TECHNICAL REPORT).
- 3.2.6 The contractor shall collect and prepare necessary information to develop and maintain USSOCOM's Medical Modernization Plan (CDRL A004 TECHNICAL REPORT).

### 3.3 Policy.

- 3.3.1 The contractor shall research, collect, prepare input, and develop updates as required for the technology portion of USSOCOM Directive 70-1.
- 3.3.2 The contractor shall assemble necessary data to develop updates as required for the technology annexes to the SOAL Standard Operating Procedures (SOP).
- 3.3.3 The contractor will provide support to draft and staff policy letters regarding technology issues for CINCSOC/AE signature.
- 3.3.4 The contractor will collect and research necessary information to prepare draft program specific Memorandum of Agreements (MOAs) as required.
- 3.3.5 The contractor shall maintain and update the SOAL-T mission statement, SOAL-T program descriptions, Program Manager Charters, and Integrated Product Team Charters.
- 3.3.6 The contractor will research and collect appropriate information to develop, track, and report metrics annually.

# 3.4 Project Selection (SOST/SOTD/MEDTECH/SBIR).

- 3.4.1 The contractor shall provide the necessary support to draft annual calls for project nominations and track responses.
- 3.4.2 The contractor shall provide support to schedule and administer meetings for Technology Evaluation Team meetings (SOST/SOTD), SOAL PEO SBIR Topic Selection Meetings (SBIR), and Biomedical Initiatives Steering Committee Meetings (MEDTECH). This includes attending and administering meetings; keeping meeting minutes, and preparing the meeting report

(CDRLs A001 - CONFERENCE MINUTES, A003 - PRESENTATION MATERIAL, A005 - CONFERENCE AGENDA).

- 3.4.3 The contractor shall provide the appropriate support to collect information, prepare, and draft Technology Project Definition Documents (SOST/SOTD/SBIR) (CDRL A004 TECHNICAL REPORT).
- 3.4.4 The contractor shall provide appropriate support to collect information, prepare, and to draft Technology Development Exploitation documentation (SOTD) (CDRL A004 TECHNICAL REPORT).
- 3.4.5 The contractor prepares, recommends, and develops the Concept of Operations (CONOPs) for each project (SOST/SOTD/SBIR) (CDRL A004 TECHNICAL REPORT).
- 3.4.6 The contractor conducts the necessary reviews of the appropriate materials to provide technical and programmatic assessments of project nominations (All task areas) (CDRL A004 TECHNICAL REPORT).
- 3.4.7 The contractor translates operator and SOF mission deficiencies into achievable technology project objectives. (SOST/SOTD/SBIR) (CDRL A004 TECHNICAL REPORT).

# 3.5 Project Execution (SOST/SOTD/SBIR/MEDTECH).

- **3.5.1** The contractor shall research and propose technical approaches for newly approved projects (CDRL A004 TECHNICAL REPORT).
- 3.5.2 The contractor uses research and technical approaches and other information to develop project cost estimates, propose schedule and exit criteria (CDRL A004 TECHNICAL REPORT).
- 3.5.3 The contractor performs the necessary actions to collect and analyze project execution data, and identifies issues with recommended resolution (CDRL A004 TECHNICAL REPORT).
- 3.5.4 The contractor researches and collects necessary information and format requirements so as to draft a project Statement of Work (SOW) for each new project (SOST/SOTD).
- 3.5.5 The contractor monitors project performance to develop and maintain Quad Charts and Fact Sheets for each project. This includes maintaining the project information in USSOCOM's SOALIS.
- 3.5.6 The contractor researches and coordinates the necessary information to draft Classification Guides for projects (as required).
- 3.5.7 The contractor researches necessary documents to draft/conduct technical and editorial reviews and ensures completion of project final reports.

- 3.5.8 The contractor shall attend project meetings (Kick off, PDR, CDR, IPR) as required.
- 3.5.9 The contractor shall research and assemble the necessary information to draft project evaluation plans (as required).
- **3.5.10** The contractor shall research and assemble the necessary information to draft project evaluation reports (as required).
- **3.5.11** The contractor develops and drafts project baselines and proposes updates as required (usually annually).
- 3.5.12 The contractor prepares evaluations plans, reports, baseline, and updates to track leveraging metrics.
- 3.5.13 The contractor performs necessary actions to coordinate Special Operations R&D Support Element (SORSE) support and taskings (USSOCOM Directive 70-7).

## 3.6 Project Transition (SOST/SOTD/SBIR/MEDTECH).

- 3.6.1 The contractor shall coordinate with the User for their input to prepare draft Mission Needs Statements (MNSs) and Operational Requirements Documents (ORDs) (as required).
- 3.6.2 The contractor shall research and assemble the necessary information to recommend and develop transition strategies and transition plans for each project.
- 3.6.3 The contractor collects, formats, and produces the necessary information to prepare acquisition documentation (ADM, ILSP, SAMP, Acquisition Strategy, Life Cycle Cost Estimate, Material Fielding Plan, Test Plan, Safety Assessment, and Environmental Impact) (as required).
- **3.6.4** The contractor shall prepare closeout documentation for each project and maintain the project history files.
- **3.6.5** The contractor shall organize information to track transition metrics.
- **3.6.6** The contractor shall establish and maintain personal contacts so as to maintain liaison with PEOs/SAMs on project status.
- 3.6.7 The contractor collects necessary formats, data, and information to prepare and draft POM documentation in support of PEO POM submission of transitioning projects.

# 3.7 Financial Management.

- 3.7.1 The contractor shall have access to the necessary references and data to draft POM documentation and to draft budget documentation (R forms).
- 3.7.2 Given the necessary access to equipment and information, the contractor shall collect, input, and analyze Integrated Financial Tracking System (IFTS) information.
- 3.7.3 The contractor shall assemble and monitor the necessary information to track TDY funds.
- 3.7.4 The contractor shall review the necessary information and references to prepare documentation for execution reviews to include researching current obligation and expenditure data including accrual data.
- 3.7.5 The contractor shall assemble appropriate information to prepare funding documentation (such as MIPRs and AF FM 9) in the Automated Business Support System.
- **3.7.6** The contractor will research and review critical information to prepare draft responses to Congressional and DOD Comptroller inquiries.
- 3.7.7 The contractor will research and review necessary documents and information to prepare draft Congressional Descriptive Summaries.

### 3.8 General Support.

- 3.8.1 The contractor shall research, develop, and prepare briefings (approximately 80 per year) (i.e. SOLIC Symposium, APBI, program reviews, briefings to other Services, OTIPT, OSD/DDR&E, components, ATIPT, Congressional Staffers, AUSA, CINC/AE acquisition updates, Breakfast Club, other governments (UK), joint bodies (JSSAP, CPIPT, CPA2), etc) (CDRL A003 PRESENTATION MATERIAL).
- 3.8.2 The contractor shall plan, coordinate, and prepare equipment/prototype displays and staff booths for events such as APBI, National SBIR conferences, AUSA and Scientists Helping America.
- 3.8.3 The contractor shall research and draft the technology portion of the USSOCOM Acquisition Training Course, Executive Acquisition Training Course, and SO Medical Officer Orientation Course.
- 3.8.4 The contractor shall prepare and coordinate a CAPEX for technology executives (CDRL A003 PRESENTATION MATERIAL, A004 TECHNICAL REPORT, A005 CONFERENCE AGENDA).
- 3.8.5 The contractor shall research, draft, coordinate, develop and print a technology brochure (annually) (CDRL A003 PRESENTATION MATERIAL).

**3.8.6** The contractor shall research, prepare, advise, and draft responses to technology foreign disclosure issues.



- **3.8.8** The contractor shall prepare for and attend and support wargames, project evaluations, and Joint Experimentation events.
- **3.8.9** The contractor shall plan and coordinate equipment/prototype demonstrations for Components and Theater SOCs.
- **3.8.10** The contractor shall provide management support to ACTDs where USSOCOM has management responsibilities (Technical Manager, Operations Manager, Transition Manager) and draft appropriate ACTD documentation.
- **3.8.11** The contractor shall collect and review the necessary information to evaluate technology for SOF applicability and recommend SOF investment levels and/or prepare a point paper for management (as required) (CDRL A004 TECHNICAL REPORT).
- 3.8.12 The contractor provides expertise and develops personal contact to provide liaison between SOCS-SG and SOAL-T with on-site expert advice and counsel on SOF medical equipment, training operations, and a network of DoD and external medical organizations. Of particular importance is a working knowledge and experience with human testing related policies and procedures as well as underlying legal and legislative intent.
- **4.0** <u>Deliverables.</u> Deliverables shall be as specified by the Contract Data Requirements List (CDRL). The government will have 10 government work days to complete the review of each deliverable and accept or reject the deliverable in writing. When the government fails to complete the review within the review period the deliverable will become acceptable by default.



**6.0** <u>Travel.</u> The contractor shall travel as initiated by written tasker and funded through the Travel CLIN in the contract. It is the contractor's responsibility to make travel arrangements.

**7.0** Acceptance. Acceptance shall be made by SOAL-T. SOAL-T shall evaluate the deliverables for correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards. USSOCOM shall take ownership of all products, reports, analysis, and work papers generated by the contractor as government owned.

DEPARTMENT OF DEFE CONTRACT SECURITY CLASSIFICATION		1. CLEARANCE AND SAFEGUARDING					
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	DATE MMDD)		c. FINAL (Complete Item 5 in	all cases)	Date of		
4. IS THIS A FOLLOW-ON CONT	YES		NO If YES, complete	the following			
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In response to the contractor's request dated	, retention of the c	lassified	material is authorized for the perio	d of			
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(1) Sensitive Compartmented Information (SCI)	HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES
(2) Non-SCI	. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL
	INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER
SPECIAL ACCESS INFORMATION	REQUIRE A COMSEC ACCOUNT
. NATO INFORMATION	HAVE TEMPEST REQUIREMENTS
b. FOREIGN GOVERNMENT INFORMATION	HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS
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j. FOR OFFICIAL USE ONLY INFORMATION	OTHER (Specify)
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CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188															
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services. Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/PR No. Listed in Block E.  A. CONTRACT LINE ITEM NO.  B. EXHIBIT  C. CATEGORY:  TDP TM OTHER X															
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